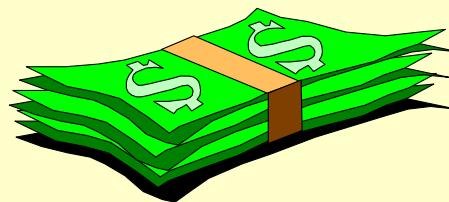


FINANCIAL SERVICES OFFICE



Bldg 662

Phone

Room#

Hours

**Customer Service
3-4117**

269

**Monday - Friday
0830-1630**

Cashier

269

0900-1200

3-4202

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MILITARY PAY PCS TIPS

Phone # 283-4117

ADVANCE PAY

- When can you receive it?
 - 30 days before departure or 60 days after arrival.
 - Extensions up to 90 days prior and 180 days after with explanation of circumstances and commander's approval
- How much can you receive?
 - 3 months of your basic pay minus deductions
 - E5 and above 1 month w/o commander approval
 - E4 and below or E5 requesting more than 1 month requires commander's approval
- How long can you take to pay-back?
 - Up to 12 months
 - Can be extended to 24 months with justification and commander's approval
- In all circumstances where commander's approval is required, you must certify all expenses for which you are requesting an advance and expenses must be PCS related

BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

- All grades receive BAS while in a PCS status
- E4 and below with no dependents or arrive at gaining base without them must have BAS authorized by gaining unit
- All others (E4 with dependents or E5 and above) will continue to receive BAS without interruption

BASIC ALLOWANCE FOR HOUSING (BAH) (BAQ/VHA COMBINED)

- E4 and above with over 4 years service are entitled to BAH while in a PCS status
- Single E5 or above and elect to reside off-base BAH will continue
- Single E4 or below requires commander's authorization to reside off-base. BAH will be started by the Housing Management Office

FAMILY SEPARATION HOUSING ALLOWANCE (FSHA)

- FSH-I
 - Payable when permanently assigned outside CONUS and transportation of dependents is not authorized and adequate government housing is not available
 - Amount is equal to single rate BAQ for your grade

TEMPORARY LODGING EXPENSE (TLE)

- Offsets some expenses related to stateside temporary lodging
- No more than 10 days total can be reimbursed (# of days in temp quarters at old PDS and new PDS)
- If PCSing overseas, max of 5 days can be claimed for temp lodging at Tyndall
- Claims are filed at your gaining base
- A completed TLE form and lodging receipts will be required

TEMPORARY LODGING ALLOWANCE (TLA)

- Offsets some of your temporary lodging expenses outside CONUS
- Claimed at your gaining base
- Normally does not exceed 60 days
- Completed TLA form and lodging receipts will be required

REMINDER

- Don't forget to bring 3 copies of your PCS orders to Military Pay NLT 7 days prior to your out-processing date

TRAVEL PAY PCS TIPS

Phone # 283-4117

HELPFUL WEBSITES

- **<http://www.dtic.mil/perdiem>** - contains per diem rates and the Joint Federal Travel Regulation (JFTR)
- **<http://dtod-mtmc.belvoir.army.mil>** - will give you mileage from point A to point B. Will require user ID and password which you receive by email within 24 hours. Can only be sent to a .mil address.

GOVERNMENT CHARGE CARD PROGRAM

- Notify your current APC of your PCS
- Use of card is authorized for **official** travel related expenses. Rule of thumb is gas, food, and lodging
- Notify the APC of your gaining unit upon in-processing
- ATM fees when using the government charge card are reimbursable

TRAVEL ADVANCES

- If you have dependents included on your orders and they are relocating, you are authorized an advance of your Dislocation Allowance (DLA)
- DLA is approximately 2.5 times your BAQ exact amounts are located in JFTR Vol 1, para U5640, Table U5G-1
- We need 3 copies of PCS orders and your out-processing date

TRAVEL ADVANCES (continued)

- Payment will be made by EFT to your sure pay account NLT 10 days prior to your out-processing date
- If you have been declined the government charge card by your commander, you may be authorized an advance of all other travel related expenses with a letter from your commander

POV TRAVEL - PER DIEM

PCS PER DIEM RATES	AMT PER DAY
MEMBER	\$50.00
DEPENDENTS 12 & >	\$37.50
DEPENDENTS < 12	\$25.00

#OTD MILES	# TVL DAYS
0 thru 400	1
401 thru 750	2
751 thru 1100	3
1101 thru 1450	4
1451 thru 1800	5
1801 thru 2150	6
2151 thru 2500	7
2501 thru 2850	8
2851 thru 3200	9

OTHER TRANSPORTATION MODE PER DIEM

- Rate of per diem is based on your overnight location. Rates can be found on the internet at **<http://www.dtic.mil/perdiem>**
- You are authorized per diem for a overnight stay at your port of debarkation
- Dependents if relocating with you will receive the following percentage of your per diem: 12 & over 75% - Under 12 50%

DELIVERING POV TO SHIPPING PORT

- If done prior to out-processing
 - 32.5 cents per mile round trip based on DTOD
 - Permissive leave (non-chargeable)
 - No per diem payable
 - File voucher upon return to Tyndall -- you will need 3 copies of PCS orders and DD Form 788, Private Vehicle Shipping Document
- If done after out-processing base
 - Will be paid normal PCS entitlements
 - Authorized travel from Tyndall to vehicle shipping port to port of debarkation
 - Retain DD Form 788, Private Vehicle Shipping Document

PERMISSIVE HOUSE-HUNTING

- Up to 10 days may be authorized by commander
- May take it prior to out-processing or after in-processing your gaining unit
- Request through your commander using normal leave form (permissive leave non-chargeable)
- Failure to follow these procedures will result in leave being charged

REMINDERS/HELPFUL HINTS

- Keep a diary of your itinerary and expenses and your dependents if they traveled separately
- Get a cost estimate from Travel Pay
- Keep all transportation receipts even if you didn't pay for them
- Transoceanic travel must be arranged through the Travel Company (TMO)
- Dependents may travel anytime after receipt of orders
 - However, you will not be reimbursed for their travel until you file your settlement voucher
- Claims you may be reimbursed, but not limited to: entry fees to overseas countries; baggage tips/carts at transportation terminal only; Gov. AMEX ATM fees; tolls; bridge fees; traveler check service charges

REMINDERS/HELPFUL HINTS (continued)

- Keep a copy of everything you turn in to the Travel Pay section
- If you receive information from an office write down the person's name, phone number, and date
- Use chain of command to resolve problems
 - NCOIC, Travel Pay - Chief, Mil & Tvl Pay - Financial Services Officer - Comptroller